

eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
June 12, 2003

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 6/12/2003 in Richmond.

Present:

Regina Baxter, DMHMRSAS (phone)	Joy Lazarus, DMHMRSAS (phone)
Richard Brough, DSS	Parvin Mirshahi, DGS
Maria Hatcher, DGS	Jim Roberts, DMHMRSAS (phone)
Cheryl Kimball, DOLI/DCR (phone)	Dan Rogerson, ODU (phone)
Andy Kmett, VCE (phone)	Ellie Withers, UVA (phone)

A. Approval of Agenda

The informal agenda:

- 1 – Implementation Status
- 2 – New Work
- 3 – Agencies General Status
- 4 – Policy Questions

B. Approval of Minutes

Previous meeting minutes were reviewed.

C. Issues

Open Issues

1. It was reported that vendors are having problems accessing the system on weekends. The group would like to know time periods when eVA Vendor Registration is not available.
Status: Marion Lancaster has contacted the eVA Contract Officer to give the exact time when the system should be available.

10/31/2002 – The contract officer is working on the response. At a minimum, the system should normally be available Monday through Friday from 8AM to 6PM. The contract officer is working on the exact schedule that includes non-business hours such as nights and weekends.

11/14/02 – Waiting on AMS for official answer.

Closed Issues

No items closed at this session.

D. New Business

1. Implementation Status
Nothing to report.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

2. New Work
Nothing to report.
3. Production Status
DGS –
 - Maria reported that BizTalk was down for most part of Monday and there was a delay processing import orders received from agencies. The cause of the downtime was due to a network upgrade that was applied on the weekend. Maria reported all import files received on Monday during the day were processed by 9:00 P.M. and notifications were sent out to agencies. If any agency did not receive a notification for any files that were transmitted on Monday, please contact her as soon as possible.
 - Maria reported that COVA and AMS are reviewing the current DGS holding database order data to identify what additional information needs to be provided in order for AMS to take the holding purchase orders and load them directly into the eVA data warehouse.VDOT –
 - Representatives not present.DMAS –
 - Representatives not present.DSS –
 - Richard Brough reported “status quo”. The agency has not started working on change orders, cancellations, and attachments.
 - Correction from last weeks report. Richard would like to know when the policy on how the totals are calculated on the report card will be available to the agencies. Who in the agency will receive the policy?DMME –
 - Representatives not present.ABC –
 - Representatives not present.DOLI –
 - Cheryl Kimball reported she continues to test change and cancelled orders and overall things are going well. Until the policy decisions are received from the DPS policy committee, DOLI is unable to finalize all programming work.DEQ –
 - Representatives not present.DCR –
 - Cheryl Kimball reported DCR has requested programming work on exception orders. She has no report on testing of change and cancel orders by DCR.VATECH –
 - Representatives not present.UVA -
 - Ellie Withers reported that things are going well. Debbie Adams continues to work on attachments. The agency is also waiting on policy decisions from the DPS policy committee to see if anything needs to be changed.VCU -
 - Representatives not present.DMHMRSAS–
 - Jim Roberts reported they continue to make good progress in Petersburg. Petersburg has sent approximately 35 orders to eVA since they went live with the interface.
 - Jim reported that they still need to test attachments.

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- Jim reported they are getting ready to start working on the implementation of the interface for two other agencies in Williamsburg area by the end of the month.
- Joy Lazarus requested for a version of the 030 report that would allow agencies to pull the vendor data for changes within a specified time frame. Parvin Mirshahi is working on the report.

JMU –

- Representatives not present.

ODU –

- Dan Rogerson reported that they are pretty much live with the export interface. The next step is to use the Java Client to automate the download of the order export. Dan will contact Maria for instructions on how to install the Java Client.

4. Agency General Status

VCE –

- Andy Kmett reported “status quo”.
- The purchasing staff is getting ready to start testing the import interface tomorrow.
- VCE's ERP specialist is working on taking the order export and creating the PO that needs to go back into the ERP.

DMV –

- Representatives not present.

8. Policy Questions

No new questions.

The next **monthly** interface meeting will be held on Thursday, June 19, 2003 at DGS in the ISS 9th floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

05/29/2003 DGS is not planning on giving agencies access to the DGS Holding database. DGS is actively working with AMS on the design to load “holding tank” data into the eVA data warehouse. Agencies will then be able to access that information through the normal data warehouse reporting process.

Closed Action Items

1. Debbie Adams would like to know what other interfaces are on schedule and the timeline. (Marion Lancaster)

05/29/2003 Responses to the Interface Survey are due May 30. The survey results will be analyzed to determine which interfaces are desired so the work can be scheduled.
No actions items closed at this session.

Prepared by Maria Hatcher

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